SCANNED

G. R. S. 58]

Previous references.
Edn. 15-13. 8. 8 ... 23.

1915-16.
(Edn.)

File No. 24-15.
Serial Nos. 1+2.

Later references.

GENERAL AND REVENUE SECRETARIAT.

Serial Nos. 1+2.

Part B for March, 1916.

SUBJECT.

Construction of a separate building for the High School Department of the Maharaja's College Mysore.

Serial 2.

To the H.G. of Edn.
" " Chief Engineer for Mysore.
" " Comptroller.
" " Comptroller. P.W. + Ry.
no. 4347-50. 8.3.1916.

Sanctions the estimates with the requ
the Chief Engineer to begin the constr
at once and to reduce the estimates
as possible

B. N. Narasimaiya
17.3.1916.

W D 1351—GPB—20,000—13-12-15

2

G.R.S. 11] 1915.

GENERAL AND REVENUE SECRETARIAT.

(Edu)

NOTES.

File No. 26

FILE HEADING.

Local Examinations.

From

The Dy. of Edu.

No. 11900/523 Dated 18.12.15 Received 6.1.16.

Diary No. 2304	Enclos. 1 Spare Copies. -	Serial No. 2

BRIEF ABSTRACT OF LETTER.

Requests sanction to hold an annual Examination in the advanced grade of commercial subjects.

NOTES AND ORDERS.

X O By G.O. no. X 7792-3 / Ex^n. 9-13-2-8 12.2.14 public Examinations in the Elementary grade of commercial subjects were instituted.

X L 2 In X Augt. 1915 advanced courses of instruction in commercial subjects were

NOTES—First Sheet.

GPB—35,000—15-6-12

G. R. S. 12]

General and Revenue Secretariat. | Edu File No. 26 of 1915.

Serial No.

sanctioned to be spent in the Govt. commercial school, Bangalore. Now the D.G. has proposed to hold examinations in the advanced grade; and the draft notification proposed to be issued by him ~~specifying~~ contains all particulars ~~the~~ regarding the subjects for examination and the rules regulating the selection of candidates etc. A syllabus also has been submitted by the D.G. for each of the Elem.y, Intermediate and advanced grade examinations

3. The proposal involves an additional expdre. of Rs. 170 (nett) and the necessary provn will have to be made in the budget of ~~1915-16~~ 1916-17. Pr. II has also to be consulted in the matter.

4 Submd. with a draft G.O. sanctioning the D.G.'s recommendation. In the proposed draft notifn 15.1.16 is put down as the date before which applications for the examns should reach the office of the Manager of the Local Examinations Office. This date has to be changed, ~~in view~~ the examinations themselves are to be

NOTE—Contn. sheet.

G. R. S. 12]

General and Revenue Secretariat. | Edn File No. 26 of 1915. 1283 3

Serial No.

held in April 1916.

5 When the Elem.y grade examns were sanctioned the last date for receiving the applications was fixed as 1st March preceding the examn. to be held in the succeeding April. ~~next~~. ~~Also~~ Submd.

17-1-16.

The offr should not have delayed a reference received on the 6th till the 17th. I hope the Dept will in future make better arrangements for such cases

17/1/16

6. The proposals may be appd - to Fin Dep

17/1/16

Subd.

7 If the proposals are sanctioned, the necessary provn will be included in the next years budget.

18/1/16. Br VI) No objn. 19.1.16.

8 - Draft for approval. The date for the receipt of the applications may be changed to 1st March from 15th Feb. in the ensuing year.

Sd) 20/1

Dear Sir, I am to inform the Edn. Dept. that the proposals in the enclosed note have been approved by the Finance Dep. with the concurrence of the Chief Secy. will be taken in good time.

Yours etc.

Dep. 20-1. 1283 gdS

HW

Hd. S. Pmo

x Sd to P U D.

NOTE—Contn. sheet.

G. R. S. 12]

2304

General and Revenue Secretariat. | Edn File No. 26 of 1916.

Serial No.

9 The date for receipt of applications will be changed to 1st March.

Draft may be app

20/1/16

1st June be

Dewan

10 If the advanced grade must is efficiently taught, it may be fit to be taken under the University scheme after 3 or 4 years of experience.

24/1/16

11 Draft approved by first member

22/1/16

24/1

Dewan

3806
22.1.16

12 Draft approved by Dewan.
25. 1. 16.

13 Issue at once

25/1

NOTE—Contn. sheet.

G. R. S. 12]

General and Revenue Secretariat.

Ed. File No. 26 of 1915. 1465

Serial No.	
	Financial Br. was consulted and it concurred vide Para. 8.
	Draft & fair Communications are subd. for favour of signature
	8/2/16
	9/2
	Communicated 10/2
3	To the Q.G. of Edn. Comptroller. no. 3543-4. d. 26.1.16. Approves the proposal.

NOTE—Contn. sheet.

GPB—3,210—1-6-15

Edn. 15]

OFFICE OF INSPECTOR-GENERAL OF EDUCATION IN MYSORE.

No. 11900 / 523

Bangalore, 18th December *1915*

DIARY No. 2304.
19-19
SECTION
FILE No. 96-N
SERIAL No. 2

From

Rao Bahadur
M. SHAMA RAO, ESQ., M.A.,
Inspector-General of Education in Mysore.

To

P. G. D'SOUZA, ESQ., B.A., B.L.,
Secretary to the Government of H. H. the Maharaja of Mysore,
Education and Agriculture *Departments.*

SIR,

With reference to Government Order No.669-70/Edn.17-14-83 dated 10th August 1915 sanctioning the opening of Advanced Commercial Courses of instruction in the Government Commerdial School, Bangalore I have the honour to inform you that it is proposed to hold an annual examination in the Advanced grade of certain Commercial subjects, commencing from this year. I request, therefore, that Government may be pleased to sanction the proposal.

The receipts and expenditure of the Advanced Grade of the Examination are estimated for the current year at Rs.80 and Rs.250 respectively so that the provision for expenditure in the next year's budget for Government Technical Examinations under 21 Scientific Etc. Departments, (11) Examinations, will have to be increased from Rs.1,000 to Rs.1250. Expenditure incurred in connection with the Examinations of the current year becomes payable only during ~~the~~ next year.

A copy of the revised rules relating to the Government of Mysore Technical Examinations in all grades as passed by the Committee is herewith submitted for the approval of Government.

I request the favour of your obtaining early orders of Government

Government in the matter.

I have the honour to be,

Sir,

Your most obedient servant,

Inspector General.

TNR.

EDUCATION DEPARTMENT.

Notification D. No. dated.....

GOVERNMENT OF MYSORE TECHNICAL EXAMINATIONS.

-O-

Commercial Examinations : Elementary, Intermediate & Advanced Grades

-o:O:o-

1. Examinations in Commercial Subjects of the Elementary, Intermediate and Advanced grades will be held at Bangalore, and at Mysore, every year, in the month of April. The dates and hours of the Examinations will be notified at least two months before the Examination. The examinations of 1916 will be held in as many as possible of the following subjects in the ~~previous~~ various grades.

Elementary	Intermediate	Advanced.
(1) Correspondence and Office Routine	(1) Correspondence and Office Routine	(1) Commercial Correspondence, Law & Practice
(2) Book-keeping	(2) Book-keeping	(2) Book-keeping, Accounts and Auditing
(3) Commercial Arithmetic	(3) Commercial Arithmetic.	(3) Short-hand
(4) Short-hand	(4) Short-hand	(4) Type-writing
(5) Type-writing	(5) Type-writing	(5) (a) Banking & currency
(6) Banking	(6) Banking & Currency	(b) Political Economy
(7) Political Economy	(7) Political Economy & Elements of Statistics	(c) Elements of Statistics.
(8) Commercial Geography	(8) Commercial Geography	
(9) Hand-writing and ~~the~~ penmanship	(9) Indexing & Precis writing	
(10) Commercial Languages	(10) Commercial Languages.	

2. Only students of Commercial Schools and Colleges recognized by the Government of Mysore will be allowed to appear for the Examinations, provided that students are certified by the heads of their institutions to have attended the class in each subject offered, for, at least 75% of the number of working days in the

year

year in that subject. Attendance of students appearing from High Schools, will be, as regulated by the rules governing these schools. Students who are certified by the heads of their institutions to have put in the requisite attendance in a year and to have received satisfactory training in any subject of any grade will be allowed to appear for the Examination in that subject within the next three years, without being required to produce a fresh certificate of attendance.

3. To appear for the Examination in a subject of a higher grade, a candidate will be required to have passed the Examination in the corresponding subject of the lower grade, the examination being either the one conducted by the Mysore Education Department or the one held by a Public body recognised by the Inspector General of Education, as equivalent to that held by the Department. Those who were or are students of the Intermediate-in-Arts class of a College, and others who possess higher general Educational qualifications, will, however, be permitted to appear for Commercial Examinations of the Intermediate grade, without being required to pass the corresponding examination of the Elementary grade, except in Short-hand and Type-writing.

A bone-fide merchant is permitted to appear for Examinations of the Intermediate Grade without passing the corresponding Examination of the Elementary grade, if he is certified to be fit, by the Head Master of the Commercial School of which he is a student.

The Examinations of the following bodies are, for the present, taken as equivalents to the corresponding ones of the Government of Mysore Technical Examinations:-

1. The Madras Government Technical Examinations, Commercial Subjects.	All subjects
2. The London Chamber of Commerce	All subjects except Typewriting
3. National Union of Teachers' Examns.	do.

4. Separate certificates will be granted for the subject or subjects comprised in each division of the Elementary, Intermediate and Advanced grades. A Diploma will be granted to those who pass in the subjects comprised in any Two divisions of the Advanced grade. The minima for passing will be as laid down in the syllabuses of the various subjects.

5. Candidates who want to qualify themselves for a Diploma in Commerce will be required to pass a test in English Composition which at present, will be of the S.S.L.C. Standard. Candidates appearing for either the Short-hand or Type-writing Examinations of the Advanced Grade ~~will~~ will be required to have passed at least the ~~Elementary~~ Examination of the Elementary Grade in the other subject. For the Examination of 1916, it will be enough if students are certified fit for appearing for the Examination in the other subject.

6. The following is the scale of fees payable by candidates appearing for the Examinations:-

	Elementary	Intermediate	Advanced
For the subject or subjects comprised in each division in the Elementary, Intermediate and Advanced Grades.	Rs.3	Rs.5	Rs.10

Fees should be paid into a Mysore Government Treasury. Fees once paid into the Treasury will, on no account, be refunded; nor will it be reserved for a subsequent Examination.

7. All candidates appearing from the same Institution must select the same centre and their applications should be forwarded together.

8. All applications together with the Treasury Receipts should reach the Office of the Manager of the Mysore Local Examinations, Bangalore, not later than the 15th January, immediately preceding the

15th or 20th Feb.

15th March

the Examination. Separate application forms are to be used for different grades. The Attendance Certificates should reach the Manager not later than the 1st of April immediately preceding the Examination. Application and Attendance certificate forms will, on application, be supplied by the Manager.

H. Sharma Rao,

Inspector General of Education in Mysore

TNR.

SYLLABUSES

of

THE GOVERNMENT OF MYSORE TECHNICAL EXAMINATIONS.

Elementary Grade.

(I) CORRESPONDENCE AND OFFICE ROUTINE.

---:0:---

1. Knowledge of forms and modes of addressing official, commercial and private letters. The Letter Book, Index and Cross reference. The Pigeon-hole and the most familiar systems of filing. The treatment of correspondence received, such as numbering, indexing, noting with previous references, and drafting replies. Commercial terms and abbreviations.

2. Filling, in blank forms of:- credit and debit slips, receipts, cheques, bills of exchange, promissory notes, documentary bills, bills of lading, hypothecation letters, and policies of insurance. Drafting short and formal letters with reference to enquiries for goods and prices. Acknowledgment of letters, money and goods received. Remittances, orders and their execution.

3. Cheques to bearer and to order, endorsement, crossing and presentment for payment, dishonour and stamp. Bills of exchange, their advantages, endorsement, acceptance, maturity, discount, payment, dishonour and stamp.

4. Press copying and other devices of manipulating; the address book, postage; petty cash and call books. Postal regulations with regard to inland letters, post cards, packets and parcels, registration and insurance of inland postal articles. Postal Indian Money Orders and Value Payable articles. Postal regulations with regard to letters,

post cards, packets, parcels, registration, insurance of articles and money orders sent to the United Kingdom.

5. Drafting, forwarding and recording telegramps. Telephones; receiving and sending messages.

The examination will be entirely a written one:--

		Time.
First paper -- Letter-writing.	...	2 hrs.
Second " -- Principles.	...	1 hr.

The distribution of marks and the minima required for passing will be as follows:--

	Max.	Min. for passing.	
		1st class.	2nd class.
First paper -- Subject matter	60	40	30
- do.- -- Hand-writing	15	10	7
Second paper ...	75	..	..
Total ...	150	100	70

*
* *

(II) BOOK-KEEPING.

-:o:-

1 Single entry: its meaning; the books used and the methods of keeping them; the incompleteness of the system.

2 Double entry: its meaning; principles and advantages as compared with the single entry. The uses of the petty cash book. Recording in the journal, the cash book with cash and discount columns, the Bought, the Sold, and the Bill Books, transactions of the following description:-- Cash and credit sales and purchases; cash receipts and payments; bank account; cheques received and paid; bills drawn, endorsed, accepted, discounted, honoured and dishonoured; rent, salaries

trade charges, interest, discount, bad debts, Assets and Liabilities.

3 Posting the subsidiary books into the ledger; Balancing and closing Ledger accounts; preparing the Trial Balance, and journalising the closing entries, ~~and closing the ledger~~. Exhibiting a profit and loss account and a Balance Sheet.

A general knowledge of the indigenous method of keeping books of account.

The examination will be entirely a written one:-

		Time:
First paper --	Principles ...	1 hr.
Second " ---	Practical Exercises	2 hrs.

The distribution of marks and the minima required for passing shall be as follows:-

		Max.	Min. for passing.	
			1st class.	2nd class.
First paper ...	...	50	..	..
Second paper --	Subject matter	85	55	35
	Hand-writing	15	10	7
Total ...		150	100	70

-----:oOo:-----

(III) COMMERCIAL ARITHMETIC.

--:o:--

1 Mental Arithmetic: Long and Cross tots of numbers, £ S. d., and Rs. a. p. in decimals. The Metric System, including approximate equivalents in English and Indian weights and measures.

2 Commission, Brokerage, Compound Interest, Discount, Invoices, Percentages and Averages.

	Time.	Max.	Min. for passing. 1st class.	2nd class.
First Paper ...	2 hrs.	50	33	22

-------:0:-------

(IV) SHORT-HAND.

-:o:-

1 (a) To take down, in the corresponding style of phonography, a narrative or speech of 600 words, and a simply-worded letter, report or ~~speech~~ advertisement (of tender, etc.) of 300 words, both dictated at the rate of 60 words a minute. -- Time: 15 minutes.

(b) To transcribe the above into the long-hand. -- Time 1½ hrs.

Special note will be made of punctuation. No candidate shall be allowed to pass who makes more than 10 (ten) per cent. of errors or omissions in his transcription. For transcription, typewriting machines may be used.

2 To answer a paper on the principles of the learners' and corresponding styles of phonography. -- Time: 1 hour.

The distribution of marks and the minima required for passing shall be as follows:-

	Max.	Min. for passing. 1st class.	2nd class.
1. Dictation and transcription	100	65	45
2. Paper on Principles ...	50	..	..
Total ...	150	100	70

N.B. -- The passage to be dictated will be marked into portions of one minute's duration and each of these subdivided into four quarters. The reader will read with a watch in hand and notice at every quarter minute whether he is adhering strictly to the speed.

(V)

TYPE-WRITING.

-:o:-

Speed test.-- To typewrite an ordinary printed passage at the rate of 20 words a minute for a period of 30 minutes. Special attention must be paid to accuracy and neatness of execution. -- Time: half an hr.

2. Manifolding and tabular work.-- To typewrite printed matter which may include a business letter, simple invoices and statistical tables, and to take not more than two copies by means of carbon paper, of such portions as may be specified. -- Time: 1½ hour.

3. Practical test.-- The test will be both oral and practical. The key board manipulation and uses of those simple parts of the machine which the student has generally to handle every day such as carriage, platen, ribbon attachment, feed roll release, scale, &c.

The distribution of marks and the minima required for passing shall be as follows:-

		Max.	Min. for passing.	
			1st class.	2nd class.
1. Speed paper ...	...	40	25	20
2. Statement paper	...	80	..	..
3. Practical test	...	30	20	15
Total	...	150	100	70

N.B. -- Candidates will have to provide their own machines and carbon papers. Candidates will be examined in the oral and practical examination only on the Remington, Yost, Smith Premier, Oliver, Underwood, L. C. Smith & Bros., or such other machines as may be adopted by the Govt. for office use. Only one type of machine shall be used by each candidate throughout all the sections of the examination. Only such candidates as satisfy the examiners in the first test will be allowed to appear for the Practical.

(VI) BANKING.

-:o:-

1. The general nature of Banking transactions. Utility of Banking. Joint Stock and Private Banks; The Presidency, Exchange and Co-operative Banks of India. Current and Deposit Accounts; Discounting Bills; Loans and Cash Credits; Remittances.

2. The metallic and paper currencies of England and India. The weight and fineness of the Principal coins of England and India. The extent to which the issues of currency notes are covered in England and in India. The names and value at Par compared with the Indian or English coins, or the principal coins used in the leading commercial countries of the world, such as: France, Germany, Russia, The United States of America, Japan, China and Hongkong, Straits settlements and Ceylon.

3. Functions of a Banker; The relations between Banker and Customer; Bankers and Borrowers; Bills of Exchange, Cheques, and Hundies. Banker's Liability on these as Payer, Collector and Holder. Protection afforded to Bankers by Law. Banker's Lien. Clearing Houses.

	Hours.	Max.	Min. for passing.	
			1st class.	2nd class.
One paper	3	100	70	45

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(VII) POLITICAL ECONOMY.

--:--

1. General Introduction and Definitions.

2. Production, Exchange and Distribution:- State's, Landlord's, Employer's and Labourer's Shares.

3. Treatment of subjects in (2) under Indian conditions.

43

	Time.	Max.	Min. for passing. 1st class.	2nd class.
One paper. ...	2 hrs.	50	35	20

-----:oOo:-----

(VIII) COMMERCIAL GEOGRAPHY.

---:o:---

1. A general knowledge of the chief characteristics, physical features and resources, Climate and density of population of Mysore and India. Their mineral, vegetable and animal productions; how raised and disposed of; their main features; the markets to which they are sent and the uses to which they are put. The foreign trade; exports and imports of Mysore and India.

2. A special knowledge of the situation, area, population of the principal trade centres of the Indian Empire, of the Railways and other important trade routes and of all subjects falling under this head.

3. Marking on an outline map of India, any specified, administrative divisions, Railways, rivers and canals; and markets of commodities.

		Max.	Min. for passing. 1st class.	2nd class.
First paper -- Subject matter. Sub-heads nos 1 and 2	2 hrs ~~3 hrs~~.	75	..	..
Second " -- Map drawing. Sub-head no 3	1 hr	25	15	10
Total ...		100	65	45

-----:oOo:-----

(IX) HAND-WRITING AND PENMANSHIP.

--:o:--

14

1. To write a word or words in large text-hand.

2. To make a fair copy of two or three hand-written letters or other manuscript, correcting any mistakes in grammar, orthography or punctuation.

3. To copy and rule neatly a printed tabular statement, having special regard to the display of headings and to the correct formation and uniform size of numerals.

4. To make out an invoice, monthly statement of account or receipt.

5. To address correctly, both with regard to form and position, envelopes of different sizes.

6. To print in plain block letters, both upright and slanting, and without using the pencil, words such as Cash Sales, Statements Invoices, Letters &c.

		Time.	Max.	Min. for passing.	
				1st class.	2nd class.
One paper.	...	2 hrs.	50	33	22

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(X) COMMERCIAL LANGUAGES.

-:-

Kanarese and Mahratti.

-o-

Elementary knowledge completing the primary standards. Simple Composition and Conversation.

		Time.	Max.	Min. for passing.	
				1st class.	2nd class.
One Paper	...	2 hrs.	50	33	22

/5-

TEXT BOOKS RECOMMENDED.

-:o:-

Elementary Grade.

Subjects.	Text Books.
1. Correspondence and Office Routine.	Vaidyanatha Iyer's Commercial Practice (alternate), Adam's Commercial Correspondence.
2. Book-keeping.	K. S. Iyer's Elements of Book-keeping, and Pitman's Elements of Bookkeeping
3. Commercial Arithmetic ...	Jackson's Commercial Arithmetic, Sections 1 to 5 and Pages 146 to 159 Sec. 7.
4. Short-hand. ...	Pitman's Short-hand Instructor, Centenary Edition.
5. Type-writing. ...	Rao Sahib S. Vaidyanatha Aiyar's Text-Book of Type-writing.
6. Banking.	Syke's Banking and Currency, Pages 1 to 30 and 113 to 186.
7. Political Economy.	Cornah's Simple Economics.
8. Commercial Geography. ...	A Smaller Commercial Geography, by Chisholm (alternate), Gonner's Commercial Geography.
9. Hand-writing and Penmanship. ...	
10. Commercial Languages. ...	

-----+oOo+-----

16

MVS.

SYLLABUSES

of

THE GOVERNMENT OF MYSORE TECHNICAL EXAMINATIONS.

(Commercial)

Intermediate Grade.

I.

COMMERCIAL CORRESPONDENCE AND OFFICE ROUTINE.

-----:oOo:-----

All the portions included in the Elementary Course Syllabus and the following in addition:-

1. Documentary Bills, Charter Parties, Bills of Lading; Freight, General and Particular Average, Total Loss, Marine Insurance, Bottomry Bond. Letters of Credit, Patents, Copyrights and Royalties. Preparation of Invoices and Account-Sales. Commercial Terms and Abbreviations.

2. Drafting of letters on the following subjects:-

   Inquiries and replies thereto, orders and their execution, proferred services, letters of credit, references, receipts and despatch of goods and remittances; collection of accounts, bills of exchange, payments, any other subject embraced in paras 1 and 3.

3. Drafting of advertisements, and circular letters, and correction of printer's proofs. The use of the Telegraph Codes.

4. The leading provisions of the Negotiable Instrument's Act and the practice relating to cheque, promissory note, bill of exchange and hundies. The leading provisions of the Indian Companies Act, omitting Sections 96 to 172 and 191

to 219.

At the public examination two papers will be given.

First Paper -- Principles and Letter-writing. Sub-heads 1 to 3. Time: 3 hours.

Second " -- Principles. Sub-head 4. Time: 3 hours.

The distribution of marks and the minima required for passing shall be as follows:-

		MAX.	MIN. FOR PASSING.	
			1st class.	2nd class.
First Paper --	Handwriting	15	10	7
	Subject matter	85	..	..
Second "	... ...	50	..	..
	Total ...	150	100	70

---:o:---

II.

BOOK-KEEPING.

-:o:-

All the portions included in the Elementary Grade Syllabus and the following in addition:-

Cash Book with discount, cash, and bank columns.

Depreciation Accounts, Drawing Accounts, Consignment Accounts (inwards and outwards), Partnership Accounts, Contract Accounts, Good-will and Proprietors' Accounts, Joint Adventures, Suspense and Reserve Fund Accounts; Accounts dealing with Govt. Securities, Plant and Machinery, Furniture and House property and provision for future bad debts; Bank Accounts. The principles of "Cost" Accounts.

Preparation of Debit and Credit Notes, Statements of Accounts, Invoices, Account Sales, Account Current, and Petty Cash Book.

First Paper.-- Time: 3 hours. This paper will contain questions on the principles, and their application, and may include exercises on the preparation of forms and Statements and the treatment of the various kinds of Accounts.

Second Paper.-- Time: 3 hours. This paper will contain exercises in the practice of Book-keeping; candidates will be expected to enter a given set of transactions in the Journal, or in more than one Subsidiary Book, post them into the Ledger, and work them out as may be required by the examiner. No candidate shall be allowed to pass unless he satisfies the examiner, as to the hand-writing and neatness of execution with special reference to the necessities of entries in Account Books.

The distribution of marks and the minima required for passing shall be as follows:-

		MAX.	MIN. FOR PASSING.	
			1st class.	2nd class.
First Paper	... ...	50	..	..
Second " .--	Handwriting	15	10	7
	Subject matter	85	55	35
	Total ...	150	100	70

*
* *

III.

COMMERCIAL ARITHMETIC.

--+0+--

19

All the subjects included in the Elementary Grade Syllabus and the following in addition:-

Arithmetic, with special reference to tradesman's Bills, Harbour

and Customs Charges, Stocks and Shares, Exchange, monetary systems of England, Germany, France, Portugal, the United States, Ceylon, China and Japan; their conversion into Indian Currency and vice versa.

Graphs in Arithmetic and the use of Logarithms.

The distribution of marks and the minimum required for passing shall be as follows:-

		TIME:	MAX.	MIN. FOR PASSING.	
				1st class.	2nd class.
One Paper	...	3 hrs.	150	100	70
	Total	...	150	100	70

-------:0:-------

IV.

SHORT-HAND.

-:0:-

1. To take down in the reporting style of phonography a narrative, a speech or a judgment of 800 words and a letter of 200 words dictated at the rate of 100 words in a minute.

2. To transcribe the above into longhand in an hour and three quarters. No candidate shall be allowed to pass who makes more than 4 per cent. of errors or omissions in his transcription. For transcription in both papers, manuscript or typewriting will be admissible at the option of the examinee.

3. To take down from dictation notes of an official or business

kind dictated at the rate of 100 words a minute and to elaborate the notes into a proper letter or documentary form in longhand. Time: 2 hrs.

4. Advanced principles such as Contractions, Intersections, Phraseograms, &c. Passages in longhand to be transcribed into short-hand, and vice versa. Time: 1 hour.

The distribution of marks and the minima required for passing shall be as follows:--

		MAX.	MIN. FOR PASSING. 1st class.	2nd class.
First Paper.	-- Dictation and Transcription	60	70	48
Second "	-- Elaboration of Notes.	45		
	Neatness of Execution.	15	10	7
Third "	-- Principles.	30	..	..
	Total	150	100	70

------oOo------

V.

TYPEWRITING.

-:o:-

1. Speed Test.-- To typewrite a narrative or a speech of 900 words at the rate of 30 words per minute. Time: half an hour. Special attention must be paid to accuracy and neatness of execution.

2. A paper to test the candidate's power of copying the rough manuscript, official or business letter (lithographed) and his power of spacing and display; copying statistical tables, invoices and similar documents, filling in blank forms as may be specified with not more than 3 carbon copies. Time: 2 hours.

3. A Practical and Oral Examination on the uses, manipulation and

mechanism of the machine including a knowledge of the uses and adjustments of the various parts.

The distribution of marks and the minima required for passing shall be as follows:-

	MAX.	MIN. FOR PASSING.	
		1st class.	2nd class.
First Paper	40	25	20
Second "	80	..	..
Oral and Practical Examination	30	20	15
Total ...	150	100	70

N.B.-- Candidates will have to provide their own machines, tools and carbon papers. Candidates will be examined in the Oral and Practical Examination only on the Remington, Yost, Smith Premier, Oliver, Underwood, L. C. Smith and Brothers, or such other machines as may be adopted by Govt. for Office use. Only one type of machine shall be used by each candidate throughout all the sections of the Examination. Only such candidates as satisfy the examiners in the first test, will be allowed to appear for the Practical.

------oOo------

VI.

BANKING AND CURRENCY.

--:o:--

1. The general nature of Banking transactions; utility of Banking; Joint Stock and Private Banks; Current and Deposit Accounts; Discounting Bills, Loans and Cash Credits, Mortgages and remittances. The Presidency Banks, Exchange Banks and Joint Stock Banks of India; the nature of their functions; Native Bankers and Shroffs, their relation to Banks. Causes of ~~recent~~ Banking failures in India. (1913-4)

2. Foreign trade, balance of trade and Foreign Exchanges. Mint par of Exchange. Specie points. Par of Exchange between England on one side and France, Germany, Russia, Holland, the United States, China, Japan and India on the other. Principal coins current in the above. The Indian currency system and the measures adopted for

maintaining a par of Exchange between London and India.

3. Barter, Value and Price. Currency and Money. Functions of money, its qualities and material. Standard money, token money and money of account. Current coins of India and England, their weight and fineness; the mint price of gold in England and the exchange value of rupees in India. Legal tender. The paper currencies of India and England, compared with those of France, Germany and the ~~the~~ United States of America. Gresham's Law and its operation.

4. The Law and Practice of Banking. Banker and Customer, Banker's liability on bills of exchange, hundies and finance bills. Holder in due course, Banker's caution in paying cheques, Banker and crossed cheques, protection to Banker in case of forged endorsements, collecting banker, Banker's lien. Accounts with minors, lunatics, Agents married or unmarried women; Bankers and Borrowers; Partnerships, Companies; Joint Accounts, Executors and Trustees. Clearing Houses.

There will be two question papers on the subject. The first will be on the matter contained in the I & II divisions and the second on that contained in the III & IV divisions. Time for each: 2 hours.

The distribution of marks and the minima required for passing shall be as follows:-

			MAX.	MIN. FOR PASSING.	
				1st class.	2nd class.
I Paper	...	...	50	..	..
II "	...	...	50	..	..
	Total	...	100	65	45

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VII.

23

POLITICAL ECONOMY AND ELEMENTS OF STATISTICS.

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Outlines of Political Economy as under:-

Wants of man; wealth, meaning of value, price, utility.

Production.-- (1) Labour -- skilled and unskilled -- health and strength.

(2) Land and Nature. Law of diminishing Returns.

(3) Capital; wealth which is capital and which is not capital; conditions of productivity; fixed and circulating capital.

(4) Organization; methods of production; competition; large scale production and association; division of labour and its conditions; some of its advantages and disadvantages; machinery.

Production and Markets.-- The theory of supply and demand; monopoly.

Distribution and Exchange.-- How distribution is effected; incomes, wages; the general law of wages; unions and strikes; interest, its legitimacy and its laws; rent its legitimacy and its laws; the unearned increment; profits; its legitimacy and the laws determining it; profit sharing.

Socialistic Systems.-- The inequality of wealth; the right to be idle; the right to relief; equal sharing; communism; co-operation.

E x c h a n g e.-- How value is measured by Exchange; Barter; Advantages of Exchange.

M o n e y.-- What kind of wealth it is; Disturbances caused by fluctuations in the value of money.

(a) The metallic money and the conditions which should be fulfilled by good money. Gresham's Law. The necessity of employing several metals.

(b) Paper money; Advantages and disadvantages; International Trade; Balance of Trade; Advantages and disadvantages of International Trade. Free trade and Protectionism.

C r e d i t.-- Can Credit create capital? Banks, Bank notes and paper money; Rates of Exchange and discount. Some special forms of

credits; Land Credit; Agricultural Credit; Peoples' Banks. Free Banks.

Consumption.-- The nature and laws of consumption. Whether the production will keep pace with consumption? Whether spending helps business? Luxury, saving; conditions necessary for saving; Institutions to facilitate saving, the Social utility of saving; Investments.

The distribution of marks and the minima required for passing shall be as follows:--

		TIME.	MAX.	MIN. FOR PASSING.	
				1st class.	2nd class.
One paper	...	3 hrs.	150	100	70

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Elements of Statistics:

-:o:-

(1) Nature and use of statistics. (2) Accuracy and approximation, Averages. (3) Use of diagrams. (4) Tabulating and sampling. (5) Rules for using published statistics. (6) Methods of statistical analysis. (7) The population census, Vital statistics, Trade and Transport prices, production, wages. Employment and other working class statistics, Income and Capital; Taxes and rates. (8) Illustrating the above with reference to Mysore statistics.

The distribution of marks and the minima required for passing shall be as follows:-

		TIME.	MAX.	MIN. FOR PASSING.	
				1st class.	2nd class.
One Paper.	...	3 hrs.	75	50	33

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VIII.

COMMERCIAL GEOGRAPHY.

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1. Circumstances affecting the production, distribution and exchange of commercial commodities; climate, soil, irrigation, labour, machinery, transport, trade routes and Railway routes and products of temperate zones, sub-tropical products, tropical products, mineral products and manufactured articles. Aids and obstacles to trade and commerce.

2. Drawing a rough sketch-map, or outline of any portion of the British Empire showing any specified, important political divisions, trade routes, Railways, fields of production, ports and markets for commodities.

3. A knowledge of the Commercial Geography of the British Empire, with special reference to India and Mysore under the headings in 1 and 2.

First Paper:	Sub-heads 1 and 3	...	Time: 3 hours.
Second "	Sub-head 2	...	" 2 "

The distribution of marks and the minima required for passing shall be as follows:-

		MAX.	MIN. FOR PASSING.	
			1st class.	2nd class.
First Paper	... ...	100	100	70
Second Paper	... ...	50		
Total	...	150	100	70

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IX.

INDEXING AND PRECIS WRITING.

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Indexing.-- The arrangement and statement in tabular form and chronological order of the substance of each of a number of documents forming a connected correspondence on some particular subject. The index should be brief, dealing only with salient points and in such a form as readily to catch the eye.

The Card Index: The Vowel Index and other methods of Indexing.

Precis Writing.-- The expression in the form of a brief connected and well-composed narrative, of the substance of an official correspondence, a public speech, evidence of a Court of Law or a lengthy prose passage. The precis should be such as to enable any one who has not had the original documents to grasp all the leading features of what is contained in them. Spelling, hand-writing and composition are to be carefully attended to.

The distribution of marks and the minima required for passing shall be as follows:-

		TIME.	MAX.	MIN. FOR PASSING.	
				1st class.	2nd class.
Indexing.	...	1 hour.	50	..	..
Precis Writing	(Hand-writing)		15	10	7
	(Subject-matter)	3 hours.	85	..	..
Total	...	...	150	100	70

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TEXT-BOOKS RECOMMENDED.

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Intermediate Grade.

Subjects.		Text-Books.
1. Correspondance and Office Routine.	...	Vaidyanatha Iyer's Commercial Practice, Texts of Negotiable Instruments Act and Companies Act. Correspondence, by Grebby.
2. Book-keeping.	...	Vaidyanatha Iyer's Book-keeping and Accounts, Cropper's Book-keeping and Accounts, Fieldhouse Students' Complete Book-keeping.
3. Commercial Arithmetic.	...	Jackson's Commercial Arithmetic, (Complete)
4. Short-hand.	...	
5. Type-writing.	...	Rao Sahib S. Vaidyanatha Aiyar's Text-Book of Type-writing, Practical Type-writing and Examination Guide, by A. E. Morton.
6. Banking and Currency.	...	Syke's Banking and Currency, (Complete) Smith's Law of Banker and Customer.
7. Political Economy.	...	Political Economy, by Gide, Edited by Archibald.
8. Commercial Geography.	...	Chisholm's Advanced Commercial Geography.
9. Indexing and Precis-writing...		Indexing and Precis-writing, by Beak.
10. Commercial Languages.	---	
11. Elements of Statistics.	...	An Elementary Manual of Statistics by A. L. Bowley.

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MVS

Syllabuses of the Advanced Grade.

I. Commercial Correspondence, Law, and Practice. (in continuation of the Commercial Correspondence and office Routine of the Int. grade.)

In addition to the subjects comprised in the Commercial Correspondence and office routine course of both the Elementary and Intermediate Grades.

1. Commercial Correspondence (including precis-writing and indexing).

(a). Drafting of letters, forms, and statements of the following kinds:- Circular Notes; Commissions and consignments; Agencies; Complaints and Claims; Shipping accounts; Insurance of Goods; and Market Reports.

(b). Competent knowledge of the contents of Postal and Telegraph guides as far as necessary for both Inland and Foreign communications. Also a working knowledge of the methods of using important Directories, year books and similar works of reference used in Commercial firms.

(c). Commercial correspondence, Reading of Manuscripts and Account books in any one of the following vernaculars:- Kannada, Telugu, Tamil, Hindustani, Gujarati and Maharati.

(d). Secretarial work; Returns; preparation for Committee, Board, and General Meetings; Agenda; Minutes and Reports.

(e). Precis-writing and Indexing.

(A higher standard than in the Intermediate Grade.)

The standard in English shall be that of English in the Intermediate--in--Arts Examination of the Madras University.

2. Commercial Practice.

(a). Bills of Lading, their nature and legal incidents. Exceptions and stipulations in a bill of Lading and their effects. Rights and Liabilities of different parties to a bill of Lading. Freight and its Payment. Goods in transit.

(b). Charter Parties. Expressed and implied conditions; warranties. Provisions as to loading and unloading. Exceptions excusing performance of contract. Freight and other payments to ship-owner, ~~and cargo and freight~~. War risks and Contraband of war. ~~Subrogation.~~

(c). Marine Insurance. Insurable interest. Policy of Life Insurance. Relations of broker and under-writer. Causes which make a policy void. Perils insured against. Clauses in the Policy and their meaning. Total loss. General and particular average on ship ~~and~~ cargo and freight. Subrogation.

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(d). The functions of a Banker and the Relations between a banker and a customer. Revocation of customers' authority. Bankers and Borrowers.—

(e). Operations on the stock exchange. The London Stock Exchange. References required before dealing. The different modes of dealing. The settlement, how conducted. How Stocks and Shares are to be transferred. Fluctuation in prices, how caused.

3. Commercial Law.

(a). The leading provisions of the Indian Companies Act 1913-1914, as to the formation and winding up companies and submission Statistics and statements. Comparison with regulation No. III of 1895 of Mysore.

(b). The Indian Contract Act. Sale of Goods. Agency. Partenership and dissolution of Partenership. Pawn, lien and mortgage. Suretyship and guarantee.

(c). The Provincial Insolvency Act. Arbitration and awards. The

(d). The Indian Negotiable Instruments Act. Leading provisions relating to Negotiation, presentation, noting and protesting of cheques, bills of exchange &c., as well as to the Liability of various parties to a bill of exchange and its other forms.

(e). The Indian Sea Customs Act of 1875, omitting chapters 2,3,16&17.

(f). The Mysore Co-operative Societies Act.

(g). The Indian Coinage Act and the Mysore Coinage Regulation. The Indian Paper Currency Act and the chapters in the Civil Account Code relating to coin, currency notes and Government promissory notes.

Subjects.	Time.	Maximum.	Minimum for passing. I class.	II Cl
One paper on Sub-heads (1) a,b,and c.	3 ~~hours of~~ hours ~~Correspondence.~~	100.		
One paper on Sub-heads (1) d and e.	Do.	100.	65.	45.
One paper on Commercial Law & Practice. or 2 &3	Do.	100.		
	Total.	300.	300.	140.

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II. Book-keeping, Accounts and Auditing.

In addition to the portions prescribed for the corresponding Examinations of the Elementary and Intermediate Grades:-

1.Conversion of accounts maintained by single Entry into those kept by Double Entry.

2.The preparation of ~~(i)~~ Petty Cash Book kept on the Imprest System & Stock Book; the different forms in which these are kept and their postings into the various accounts and statements; Departmental Ledgers,Trade Ledgers,and the method of balancing them. Double Account System.

Recording of and posting transactions involving the following Accounts:- Rebate,Preliminary expenses,Stock,Capital & Revenue,patents & royalities, Inland & Foreign branches.

Preparation of the following statements and accounts:- Bank reconciliation statement,Cost accounts,Statement of Affairs and Deficiency account for an insolvent,Accounts current with interest columns,Income & Expenditure Statements,Investment & Executors' Trustees' and Receivers' accounts.

3.Books of account and other auxiliary books required for the Business of Jiont Stock Companies,Bankers,Manufacturers,Insurance Companies & other special kinds of concerns such as Railway,Gas and Water Companies, and Municipal Corporations. The forms of presentation of the financial accounts of such concerns.

4.Preparing Accounts and Statements for audit,methods and principles of auditing various accounts,points to be attended to in auditing various account Books and final accounts; System of internal check. Rights & duties of an auditor. Detection of fraud in accounts and discovery and rectification of erroneous entries in them. Continuous and periodical audits.

5.A knowledge of the Indigenous system of accounts generally adopted in Mysore and of the method of ascertaining the financial situation at the end of a period ~~of firms.~~

6.Working knowledge of one kind of calculating machine like the Arithmometer or Comptometer.

Subject.	Time.	Maximum.	Minimum for passing. I class.	II class.
1st Paper,Principles.	3 hours.	100.		
2nd Do. Exercises.	Do.	100.	130.	90.
3rd Do. Do.	Do.	100.		
	Total.	300.	390.	140.

III. SHORT-HAND.

1. (a). To take down, in the Reporting Style of Phonography, one or more speeches dictated in English at the rate of 130 words per minute, for 10 minutes.

(b). To transcribe the above into Long-Hand in two hours and thirty minutes. No candidate shall be allowed to pass, who makes more than 4% of errors or ommissions in his transcription.

2. To take down in the corresponding style of phonography a short passage of 450 words at 30 words a minute, in Kannada, Tamil, Telugu, Malayalam, Maharati or Gujarati; and to transcribe the above into the long-hand. One hour.

3. To take down, in Phonography, notes of an Official or Business character dictated at the rate of 130 words a minute and to elaborate the dictated notes into a proper letter or documentary form in Long-Hand; the volume of notes to be dictated being regulated by the difficulty of elaboration. (Time 3 hours.)

4. (a). To take down, in the Reporting Style of Phonography, notes of a speech or other matter dictated at the rate of 140 words a minute: Time: 20 minutes.

(b). To transcribe, into the Long Hand, a condensed report of the above speech or matter; the condensed report to consist of 700 to 800 words. Time 2 hours.

(c). The matter for this part may consist of the Proceedings of a court of Justice or of a Public Meeting.

Candidates may use a Type-writer for transcribing their short-hand notes or for copying the condensed report.

	Maximum.	Minima for Passing I class.	II class.
1st paper, Dictation & Transcription.	Pt.I. Eng.. 80. Pt.II Vern. 40.	40.	28.
2nd paper, Elaboration of notes.	80.	-	-
Neatness of execution.	20.	13.	9.
3rd paper, Condensation of Report.	80.	-	-
	Total. 300.	200.	140.

NOTE.- The passage to be dictated will be marked into portions of one minute's duration & each of those sub-divided into quarters. The reader will dictate with a watch in hand and notice every quarter of a minute whether he is strictly adhering to the speed or not.

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IV. TYPE-WRITING.

1. Speed test:- To type-write a passage of 1200 words.(Time:30 Mts.) Special attention to be paid to accuracy & neatness of execution.

2. Manifolding,and Tabular & Display work:- (Time: 2½ Hrs.)

(a).To type-write,in proper form,matter from confused and abbreviated rough manuscripts (lithographed). This is intended to serve as a test of the candidate's knowledge of spelling,punctuation,Printer's corrections and abbreviations.

(b). To type-write tabular or other matter of an advanced character such as invoices,Balance Sheets,Statements,Specifications and Statistical tables from lithographed manuscripts. The candidate may be required to set the matter to display and to rule up copy where necessary. Not more than 3 copies from carbon papers will be required.

3. Mechanism:- A practical Examination which may include questions on the manipulation and care of the machine; possible and existing defects and temporary derangements; their causes and their rectification; removal and replacement of detachable parts of the machine; adjustment,alignment,tension,inking device,marginal stops and the methods of spacing; and stencil duplicating.

	Maximum.	Minima for passing. 1st class.	2nd class.
1st Paper-Speed test.	80.	50.	40.
2nd Paper-Tabulation,display &c.,	160.	110.	70.
Oral & Practical Examination.	60.	40.	30.
Total.	300.	200.	140.

Note:- Candidates will have to provide themselves with their own machines, tools & carbon papers. They may be examined on machines provided by the examiners. The machines on which the candidates may be examined will be the Remington,the Underwood,L.C.Smith & Bros.,the Yost,the Oliver,the Smith Premier or such others as may be adopted by the Government in Public Offices or as may be approved by the Inspector-General of Education. Only such candidates as satisfy the examiner in the first test will be allowed to appear for the Practical Examination.

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V.(b).Political Economy (continued.)

problems of value. The theory of International trade & its relation to the home trade.

5. The Law of rent. Interests and Profits. Causes of the rate of wages.

6. General theory of the value of money. The value of Foreign bills. Principles of Taxation.

7. Economics Principles with special reference to Indian condition and problems.

8 Elements of Public Finance in India and Mysore.

	Time.	Maximum.	Minimum for passing. I.	II.
One Paper.	3 hours.	100.	65.	45.

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(c). Elements of Statistics.

Nature and use of Statistics. Accuracy and Approximation, averages. Use of Diagrams. Tabulating and Sampling. Rules for using Public Statistics. Methods of Ststistical Analysis. The population census, Vital Statistics, trade and transport prices, production, wages, employment and other working class statistics, Income & Capital, Taxes & Rates.

A fair knowledge of the contents of the important Statistical publications relating to India and to Mysore.

	Time.	Maximum.	Minimum for passing. I.	II.
One Paper.	3 hours.	100.	65.	45.

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Text Books recommended.

1. Commercial correspondence, Law and Practice. ... ... Disney's Commercial Practice and Law. (alternate), Modern Commercial Practice by Hooper and Graham.

Methods & Machinery of business by Clemson. Texts of various Acts & Regulations. Commercial correspondence by Grebby. Indexing & Precis-writing by Bowely.

2. Book-keeping, accounts & auditing. Spicer & Pegler's Book-keeping and Accounts. Cropper's Do. Do. (alternate) ~~Spicer & Pegler's Auditing~~, Fieldhouse's Students's complete Book-keeping. Culforth's Auditing

3. Type-writing. Pitman's Type-writing manual, in addition.

4. Short-hand.

5.(a).Banking & Currency. Hartley-Wither's "Money". (alternate, Gilbart on on Banking Vols.I & II. Published by Archibald). Syke's Banking & Currency. Jevon's Money. Smith's (Law of Bankers and Customers.)

(b).Political Economy. Nicholson's Political Economy.

(c).Elements of Statistics. Elementary Manual of Statistics by A.L.Bowely.

V. (a). Banking and Currency.

In addition to the subjects included in the Syllabus for the Intermediate Grade Examination.

1 The origin and progress of banking. The rise of banking in England, Scotland and Ireland. Bank of England and the Bank Act. The different kinds of Banks in Great Britain and Ireland, & India.

2 Systems of metallic money. The English and Indian systems of metallic currency. The monetary systems of the world. International money. Mechanism of Exchange, Representative money and credit documents. Methods of regulating a paper currency. The gold and silver Standards Reserves in relation to the issue of coins and notes in India.

3 The Indian coinage Act and the Mysore coinage Regulation. The Indian paper currency Act and the chapters in the Civil Account Code relating to coin, currency notes & Govt. Promissory notes.

4 The theory of Foreign Exchange. Balance of trade. Favourable & unfavourable Exchanges. The Money Market in England, Bank rate and Bank returns, Bill brokers and Stock Exchange. Commercial crises and monetary panics in England, their causes and measures necessary for tiding successfully over them.

5 The Bank Book-keeping, accounts and administration; branches and agencies. Provisions of the Indian Companies Act of 1913-1914 in relation to the formation, winding up, submission of accounts and statements and meetings of Joint Stock Banks. Bank Balance Sheets.

	Time.	Maximum.	Minimum for passing. I. class	II class
~~1st~~ one Paper.	3 hours.	100.	65.	45.

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(b). Political Economy.

1 The Economics of Consumption, production, exchange & distribution.

2 The data of Political Economy and the methods by which they are studied. Relation of Economic Science to politics. The meaning of Economic Law.

3 Demand and consumption and their combinations. Labour and natural agents. Increasing and decreasing returns. Capital, its influence and the conditions of its accumulation.

4 Value in relation to riches, price, utility and cost of production. Determinants of rates of exchange. The elements of cost. Complex pro-

VI/63 42

25/12/15

GPB—3,210—1-6-15

Edn. 15]

6/1/16

From

Rao Bahadur
M. SHAMA RAO, ESQ., M.A.,
Inspector-General of Education
in Mysore.

Proofs
Due 14th.
[illegible]

To

The Secretary to the Govt. of
H. H. the Maharaja of Mysore,
Edn. & Agri. *Depts.*

No. 11900/523

Dated 18th December 1915.

Received

No. of Enclosure. 1

Subject

Requesting sanction for holding an annual examination in the Advanced grade of certain Commercial ~~xxx~~ subjects.

Higher grade comm^l. Exam^ns annually

G.R.S. 28]

Cont'd
26 3817 & 10/2 No
Edn

File No. 26-15
Serial No. 3

Diary No. of letter replied to 9204

Proceedings of the Government of His Highness the Maharaja of Mysore

GENERAL AND REVENUE SECRETARIAT.
( )

, the 191 .

READ—

G.O. no. 7792-3/Exam^n 9-13-2 & 12.2.1914 sanctioning the holding of public examinations in the Elementary grade of commercial subjects.

Date of issue 26-1-16

Signed by Sri. K. Subba Rao

~~ORDER THEREON.~~ No.

2 G.O. no. 669-70/Edn. 17-14-83 & 10.8.15 sanctioning the opening of advanced courses of instruction in commercial subjects in the Govt. Commercial School, Bangalore

over.

SUBJECT.

3 Letter No. 11900/523 d 18.12.15 from the D.P. of Edn. in Mysore ~~re~~ submitting proposals for holding ~~of public examinations for the~~ higher grade examinations in commercial subjects annually.

~~Read~~ (Print the letter & enclosures in extenso).

Order No. 30

The scheme for holding examinations in the advanced grade in commercial subjects in addition to the Elementary grade, is approved.

2. The receipts and expenditure on account of the new Examns to be held by the D.P. of Edn. in April 1916 are estimated at Rs. 80 and Rs. 250 resp^ly. These estimates are accepted and the necessary provisions will be included in the budget of 1916-17.

21/1

Lect. Ex A
17/1/16

25.1.16

To the D.P. of Edn.

" Compt. through Br II

Government of His Highness the Maharaja of Mysore.

GENERAL AND REVENUE DEPARTMENTS.

G. O. No. 3543-4—Edn. 26-15-3, dated 26th Jan. 1916

Examinations in the advanced grade in Commercial Subjects.

Approves of a scheme for holding —

W. D. 2021—GPB—28-3-16—250

No. 3543-4 - EDN. 26-15-3, DATED 26TH JANUARY 1916.

PROCEEDINGS OF THE GOVERNMENT OF HIS HIGHNESS THE MAHARAJA OF MYSORE.

GENERAL AND REVENUE DEPARTMENTS.

READ—

Government Order No. 7792-3—Exmn. 9-13-2, dated 12th February 1914, sanctioning the holding of public examinations in the elementary grade of commercial subjects.

2. Government Order No. 669-70—Edn. 17-14-83, dated 10th August 1915, sanctioning the opening of advanced courses of instruction in commercial subjects in the Government Commercial School, Bangalore.

3. Letter No. 11900-523, dated 18th December 1915, from the Inspector-General of Education in Mysore, submitting proposals for holding higher grade examinations in commercial subjects annually.

Order No. 3543-4—Edn. 26-15-3, dated 26th January 1916.

The scheme for holding examinations in the advanced grade in commercial subjects in addition to the elementary grade, is approved.

2. The receipts and expenditure on account of the new examinations to be held in April 1916 are estimated by the Inspector-General of Education at Rs. 80 and Rs. 250 respectively. These estimates are accepted and the necessary provision will be included in the budget of 1916-17.

P. G. D'SOUZA,
Offg. Secy. to Govt., Depts. of Edn. & Agri.

To—The Inspector-General of Education in Mysore.
The Comptroller, Mysore Government, through Branch II.

Exd.—C. R.

No. 3543-4—Edn. 26-15-3, dated 26th January 1916.

No. 11900-523, dated Bangalore, 18th December 1915, from Rao Bahadur M. Shama Rao, Esq., M. A., Inspector-General of Education in Mysore, to P. G. D'Souza, Esq., B. A., B. L., Secretary to the Government of His Highness the Maharaja of Mysore, Education and Agriculture Departments.

Sir,

With reference to Government Order No. 669-70—Edn. 17-14-83, dated 10th August 1915, sanctioning the opening of Advanced Commercial Courses of instruction in the Government Commercial School, Bangalore, I have the honour to inform you that it is proposed to hold an annual examination in the advanced grade of certain commercial subjects, commencing from this year. I request, therefore, that Government may be pleased to sanction the proposal.

The receipts and expenditure of the advanced grade of the examination are estimated for the current year at Rs. 80 and Rs. 250, respectively, so that the provision for expenditure in the next year's budget for Government Technical Examinations under 21 Scientific, etc., Departments, (11) Examinations, will have to be increased from Rs. 1,000 to Rs. 1,250. Expenditure incurred in connection with the examinations of the current year becomes payable only during next year.

A copy of the revised rules relating to the Government of Mysore Technical Examinations in all grades as passed by the Committee, is herewith submitted for the approval of Government.

I request the favour of your obtaining early orders of Government in the matter.

EDUCATION DEPARTMENT.

Notification D. No. dated.....

Government of Mysore Technical Examinations.

Commercial Examinations: Elementary, Intermediate and Advanced Grades.

1. Examinations in Commercial Subjects of the Elementary, Intermediate and Advanced Grades will be held at Bangalore, and at Mysore, every year, in the month of April. The dates and hours of the examinations will be notified at least two months before the examination. The examinations of 1916 will be held in as many as possible of the following subjects in the various grades:—

Elementary	Intermediate	Advanced
(1) Correspondence and Office Routine.	(1) Correspondence and Office Routine	(1) Commercial Correspondance, Law and Practice.
(2) Book-keeping	(2) Book-keeping	(2) Book-keeping, Accounts and Auditing.
(3) Commercial Arithmetic	(3) Commercial Arithmetic	(3) Shorthand
(4) Shorthand	(4) Shorthand	(4) Typewriting
(5) Typewriting	(5) Typewriting	(5) (*a*) Banking and currency
(6) Banking	(6) Banking and Currency	(*b*) Political Economy
(7) Political Economy	(7) Political Economy and Elements of Statistics.	(*c*) Elements of Statistics
(8) Commercial Geography	(8) Commercial Geography	
(9) Handwriting and penmanship.	(9) Indexing and Precis writing	
(10) Commercial Languages	(10) Commercial Languages	

2. Only students of Commercial Schools and Colleges recognized by the Government of Mysore will be allowed to appear for the examinations, provided that students are certified by the heads of their institutions to have attended the class in each subject offered, for at least 75 per cent of the number of working days in the year in that subject. Attendance of students appearing from High Schools, will be as regulated by the rules governing these schools. Students who are certified by the heads of their institutions to have put in the requisite attendance in a year and to have received satisfactory training in any subject of any grade will be allowed to appear for the examination in that subject within the next three years, without being required to produce a fresh certificate of attendance.

3. To appear for the examination in a subject of a higher grade, a candidate will be required to have passed the examination in the corresponding subject of the lower grade, the examination being either the one conducted by the Mysore Education Department or the one held by a public body recognised by the Inspector-General of Education, as equivalent to that held by the Department. Those who were or are students of the Intermediate-in-Arts class of a College, and others who possess higher general educational qualifications, will, however, be permitted to appear for Commercial Examinations of the intermediate grade, without being required to pass the corresponding examination of the elementary grade, except in shorthand and typewriting.

A *bonafide* merchant is permitted to appear for examinations of the intermediate grade without passing the corresponding examination of the elementary grade, if he is certified to be fit, by the Headmaster of the Commercial School of which he is a student.

No. 3543-4—Edn. 26-15-3, dated 26th January 1916.

The examinations of the following bodies are, for the present, taken as equivalents to the corresponding ones of the Government of Mysore Technical Examinations :—

1. The Madras Government Technical Examinations, Commercial Subjects ... ... All subjects.
2. The London Chamber of Commerce ... ... All subjects except Typewriting.
3. National Union of Teachers' Examinations ... All subjects except Typewriting.

4. Separate certificates will be granted for the subject or subjects comprised in each division of the Elementary, Intermediate and Advanced Grades. A Diploma will be granted to those who pass in the subjects comprised in any two divisions of the advanced grade. The minima for passing will be as laid down in the syllabuses of the various subjects.

5. Candidates who want to qualify themselves for a Diploma in Commerce will be required to pass a test in English Composition which at present, will be of the S. S. L. C. Standard. Candidates appearing for either the Shorthand or Typewriting Examinations of the advanced grade will be required to have passed at least the examination of the elementary grade in the other subject. For the examination of 1916, it will be enough if students are certified fit for appearing for the examination in the other subject.

6. The following is the scale of fees payable by candidates appearing for the examinations :—

	Elementary	*Intermediate*	*Advanced*
	Rs.	Rs.	Rs.
For the subject or subjects comprised in each division in the Elementary, Intermediate and Advanced Grades.	3	5	10

Fees should be paid into a Mysore Government Treasury. Fees once paid into the Treasury will, on no account, be refunded; nor will it be reserved for a subsequent examination.

7. All candidates appearing from the same institution must select the same centre and their applications should be forwarded together.

8. All applications together with the treasury receipts should reach the Office of the Manager of the Mysore Local Examinations, Bangalore, not later than the 1st March, immediately preceding the examination. Separate application forms are to be used for different grades. The attendance certificates should reach the Manager not later than the 1st of April immediately preceding the examination. Application and attendance certificate forms will, on application, be supplied by the Manager.

SYLLABUSES OF THE GOVERNMENT OF MYSORE TECHNICAL EXAMINATIONS.

Elementary Grade.

I. CORRESPONDENCE AND OFFICE ROUTINE.

1. Knowledge of forms and modes of addressing official, commercial and private letters. The Letter Book, Index and Cross reference. The Pigeon-hole and the most familiar systems of filing. The treatment of correspondence received, such as numbering, indexing, noting with previous references, and drafting replies. Commercial terms and abbreviations.

2. Filling, in blank forms of :—credit and debit slips, receipts, cheques, bills of exchange, promissory notes, documentary bills, bills of lading, hypothecation letters, and policies of insurance. Drafting short and formal letters with reference to enquiries for goods and prices. Acknowledgment of letters, money and goods received. Remittances, orders and their execution.

3. Cheques to bearer and to order, endorsement, crossing and presentment for payment, dishonour and stamp. Bills of exchange, their advantages endorsement, acceptance, maturity, discount, payment, dishonour and stamp.

4. Press copying and other devices of manipulating; the address book, postage; petty cash and call books. Postal regulations with regard to inland letters, post cards, packets and parcels, registration and insurance of inland postal articles. Postal Indian Money Orders and Value Payable articles. Postal regulations with regard to letters, post cards, packets, parcels, registration, insurance of articles and money orders sent to the United Kingdom.

5. Drafting, forwarding and recording telegrams. Telephones, receiving and sending messages.

The examination will be entirely a written one:—

		Time.
First paper Letter-writing	...	2 hours.
Second „ Principles	...	1 hour.

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The distribution of marks and the minima required for passing will be as follows:—

		Maximum	Minimum for passing 1st class	Minimum for passing 2nd class
First paper	Subject matter	... 60	40	30
Do.	Handwriting	... 15	10	7
Second paper		... 75	...	...
	Total	... 150	100	70

II.—BOOK-KEEPING.

1. *Single entry*—its meaning; the books used and the methods of keeping them; the incompleteness of the system.

2. *Double entry*—its meaning; principles and advantages as compared with the single entry. The uses of the petty cash book; Recording in the journal, the cash book with cash and discount columns, the Bought, the Sold, and the Bill Books, Transactions of the following description:—Cash and credit sales and purchases; cash receipts and payments; bank account; cheques received and paid; bills drawn, endorsed, accepted discounted, honoured and dishonoured; rent, salaries, trade charges, interest, discount, bad debts. Assets and Liabilities.

3. Posting the subsidiary books into the ledger. Balancing and closing ledger accounts; preparing the Trial balance, and journalising the closing entries. Exhibiting a profit and loss account and a balance sheet.

A general knowlege of the indigenous method of keeping books of account.

The examination will be entirely a written one:—

				Time.
First paper	Principles	...	...	1 hour.
Second paper	Practical exercises	...	...	2 hours.

The distribution of marks and the minima required for passing shall be as follows:—

		Maximum	Minimum for passing 1st class	Minimum for passing 2nd class
First paper		... 50	...	...
Second paper	Subject matter	... 85	55	35
	Hand writing	... 15	10	7
	Total	... 150	100	70

III.—COMMERCIAL ARITHMETIC.

1. Mental Arithmetic: Long and Cross totals of numbers, £ s. d., and Rs. a. p. in decimals. The Metric System, including approximate equivalents in English and Indian weights and measures.

2. Commission, Brokerage, Compound Interest, Discount, Invoices, Percentages and Averages.

	Time.	Maximum	Minimum for passing. 1st class	Minimum for passing. 2nd class
First paper	2 hours.	50	33	22

IV.—SHORTHAND.

1. (*a*) To take down, in the corresponding style of phonography, a narrative or speech of 600 words, and a simply-worded letter report or advertisement (of tender, etc.) of 300 words, both dictated at the rate of 60 words a minute.—Time: 15 minutes.

(*b*) To transcribe the above into the long-hand.—Time: 1½ hours.

Special note will be made of punctuation. No candidate shall be allowed to pass who makes more than 10 (ten) per cent of errors or omissions in his transcription. For transcription, typewriting machines may be used.

2. To answer a paper on the principles of the learners and corresponding styles of phonography Time: 1 hour.

The distribution of marks and the minima required for passing shall be as follows:—

	Maximum	Minimum for passing 1st class	Minimum for passing 2nd class
1. Dictation and transcription	... 100	65	45
2. Paper on principles	... 50	...	...
Total	150	100	70

N. B.—The passage to be dictated will be marked into portions of one minute's duration and each of these subdivided into four quarters. The reader will read with a watch in hand and notice at every quarter minute whether he is adhering strictly to the speed.

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V.—TYPEWRITING.

Speed test.—To typewrite an ordinary printed passage at the rate of 20 words a minute for a period of 30 minutes. Special attention must be paid to accuracy and neatness of execution.—Time: half an hour.

2. *Manifolding and tabular work.*—To typewrite printed matter which may include a business letter, simple invoices and statistical tables, and to take not more than two copies by means of carbon paper, of such portions as may be specified.—Time: 1½ hour.

3. *Practical test.*—The test will be both oral and practical. The key board manipulation and uses of those simple parts of the machine which the student has generally to handle every day such as carriage, platen, ribbon attachment, feed roll release, scale, etc.

The distribution of marks and the minima required for passing shall be as follows:—

	Maximum	Minimum for passing 1st class	Minimum for passing 2nd class
1. Speed paper	... 40	25	20
2. Statement paper	... 80	...	...
3. Practical test	... 30	20	15
Total	... 150	100	70

N. B.—Candidates will have to provide their own machines and carbon papers. Candidates will be examined in the oral and practical examination only on the Remington, Yost, Smith Premier, Oliver, Underwood, L. C. Smith & Bros., or such other machines as may be adopted by the Government for office use. Only one type of machine shall be used by each candidate throughout all the sections of the examination. Only such candidates as satisfy the examiners in the first test will be allowed to appear for the Practical.

VI.—BANKING.

1. The general nature of Banking transactions. Utility of Banking. Joint Stock and Private Banks; The Presidency, Exchange and Co-operative Banks of India; Current and Deposit Accounts; Discounting Bills; Loans and Cash Credits; Remittances.

2. The metallic and paper currencies of England and India. The weight and fineness of the principal coins of England and India. The extent to which the issues of currency notes are covered in England and in India. The names and value at par compared with the Indian or English coins, or the principal coins used in the leading commercial countries of the world, such as: France, Germany, Russia, The United States of America, Japan, China and Hongkong, Straits Settlements and Ceylon.

3. Functions of a Banker; The relations between Banker and Customer; Bankers and Borrowers; Bills of Exchange, Cheques and Hundies. Banker's Liability on these as Payer, Collector and Holder. Protection afforded to Bankers by Law. Banker's Lien. Clearing Houses.

	Hours.	Maximum	Minimum for passing 1st class	Minimum for passing 2nd class
One paper	... 3	100	70	45

VII.—POLITICAL ECONOMY.

1. General Introduction and Definitions.

2. Production, Exchange and Distribution:—State's, Landlord's, Employer's and Labour Shares.

3. Treatment of subjects in (2) under Indian conditions.

	Time.	Maximum	Minimum for passing 1st class	Minimum for passing 2nd class
One paper	... 2 hours.	50	35	20

VIII.—COMMERCIAL GEOGRAPHY.

1. A general knowledge of the chief characteristics, physical features and resources, climate and density of population of Mysore and India. Their mineral, vegetable and animal productions; how raised and disposed of; their main features; the markets to which they are sent and the uses to which they are put. The foreign trade; exports and imports of Mysore and India.

2. A special knowlege of the situation, area, population of the principal trade centres of the Indian Empire, of the Railways and other important trade routes and of all subjects falling under this head.

3. Marking on an outline map of India, any specified, administrative divisions, railways, rivers and canals; and markets of commodities.

			Maximum	Minimum for passing 1st class	2nd class
First paper Subject matter Sub-heads Nos. 1 and 2	2 hours.		75	...	...
Second paper Mapdrawing Sub-head No. 3	1 hour.		25	15	10
		Total	... 100	65	45

IX.—HAND-WRITING AND PENMANSHIP.

1. To write a word or words in large text-hand.

2. To make a fair copy of two or three hand-written letters or other manuscript, correcting any mistakes in grammar, orthography or punctuation.

3. To copy and rule neatly a printed tabular statement, having special regard to the display of headings and to the correct formation and uniform size of numerals.

4. To make out an invoice, monthly statement of account or receipt.

5. To address correctly, both with regard to form and position, envelopes of different sizes.

6. To print in plain block letters, both upright and slanting, and without using the pencil, words such as Cash Sales, Statements, Invoices, Letters, etc.

	Time.	Maximum	Minimum for passing 1st class	2nd class
One paper	2 hours.	50	33	22

X.—COMMERCIAL LANGUAGES.

Kanarese and Mahratti.

Elemetary knowledge completing the primay standards. Simple Composition and Conversation.

	Time.	Maximum	Minimum for passing 1st class	2nd class
One paper	2 hours.	50	33	22

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TEXT-BOOKS RECOMMENDED.

Elementary Grade.

Subjects	Text-books
1. Correspondence and Office Routine ...	Vaidyanatha Iyer's Commercial Practice (alternate), Adam's Commercial Correspondence.
2. Book-keeping	K. S. Iyer's Elements of Book-keeping, and Pitman's Elements of Book-keeping.
3. Commercial Arithmetic	Jackson's Commercial Arithmetic, Sections 1 to 5 and pages 146 to 159, Section 7.
4. Shorthand	Pitman's Shorthand Instructor, Centenary Edition.
5. Typewriting	Rao Sahib S. Vaidyanatha Aiyar's Text-book of Typewriting.
6. Banking	Syke's Banking and Currency, pages 1 to 30 and 113 to 186.
7. Political Economy	Cornah's Simple Economics.
8. Commercial Geography	A Smaller Commercial Geography, by Chisholm (alternate), Gonner's Commercial Geography.
9. Handwriting and Penmanship ...	
10. Commercial Languages	

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SYLLABUSES OF

THE GOVERNMENT OF MYSORE TECHNICAL EXAMINATIONS.

(Commercial)

Intermediate Grade.

I.—COMMERCIAL CORRESPONDENCE AND OFFICE ROUTINE.

All the portions included in the Elementary Course Syllabus and the following in addition :—

1. Documentary Bills, Charter Parties, Bills of Lading, Freight, General and Particular Average, Total Loss, Marine Insurance, Bottomry Bond, Letters of Credit, Patents, Copyrights and Royalties. Preparation of Invoices and Account-Sales. Commercial Terms and Abbreviations.
2. Drafting of letters on the following subjects :—

   Inquiries and replies thereto, orders and their execution, preferred services, letters of credit, references, receipts and despatch of goods and remittances ; collection of accounts, bills of exchange, payments, any other subject embraced in paras 1 and 3.
3. Drafting of advertisements, and circular letters, and correction of printer's proofs. The use of the Telegraph Codes.
4. The leading provisions of the Negotiable Instrument's Act and the practice relating to cheque, promissory note, bill of exchange and hundies. The leading provisions of the Indian Companies Act, omitting Sections 96 to 172 and 191 to 219.

At the public examination two papers will be given.

First paper	Principles 1 to 3.	and Letter-writing Time : 3 hours.	Sub-heads.
Second „	Principles.	Sub-head 4.	Time : 3 hours.

The distribution of marks and the minima required for passing shall be as follows :—

		Maximum	Minimum for passing 1st class	Minimum for passing 2nd class
First paper ...	Handwriting	... 15	10	7
	Subject matter	... 85	...	...
Second „		... 50	...	...
	Total	... 150	100	70

II.—BOOK-KEEPING.

All the portions included in the Elementary Grade Syllabus and the following in addition :—

Cash Book with discount, cash, and bank columns.

Depreciation Accounts, Drawing Accounts, Consignment Accounts (inwards and outwards), Partnership Accounts, Contract Accounts, Goodwill and Proprietors' Accounts, Joint Adventures. Suspense and Reserve Fund Accounts; Accounts dealing with Government Securities, Plant and Machinery, Furniture and House property and provision for future bad debts; Bank Accounts. The principles of "Cost" Accounts.

Preparation of Debit and Credit Notes, Statements of Accounts, Invoices, Account Sales, Account Current, and Petty Cash Book.

First paper.—Time : 3 hours. This paper will contain questions on the principles, and their application, and may include exercises on the preparation of forms and statements and the treatment of the various kinds of accounts.

Second paper.—Time : 3 hours. This paper will contain exercises in the practice of Book-keeping; candidates will be expected to enter a given set of transactions in the Journal, or in more than one Subsidiary Book, post them into the Ledger, and work them out as may be required by the examiner. No candidate shall be allowed to pass unless he satisfies the examiner, as to the handwriting and neatness of execution with special reference to the necessities of entries in Account Books.

The distribution of marks and the minima required for passing shall be as follows :—

		Maximum	Minimum for passing 1st class	Minimum for passing 2nd class
First paper		... 50	...	...
Second „ ...	Handwriting	... 15	10	7
	Subject matter	... 85	55	35
	Total	... 150	100	70

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III.—COMMERCIAL ARITHMETIC.

All the subjects included in the Elementary Grade Syllabus and the following in addition :—

Arithmetic, with special reference to tradesman's Bills, Harbour and Customs Charges, Stocks and Shares, Exchange, Monetary systems of England, Germany, France, Portugal, the United States, Ceylon, China and Japan ; their conversion into Indian Currency and *vice versa*.

Graphs in Arithmetic and the use of Logarithms.

The distribution of marks and the minimum required for passing shall be as follows :—

	Time	Maximum	Minimum for passing 1st class	Minimum for passing 2nd class
One paper ...	3 hours	150	100	70
Total ...	...	150	100	70

IV.—SHORTHAND.

1. To take down in the reporting style of phonography a narrative, a speech or a judgment of 800 words and a letter of 200 words dictated at the rate of 100 words in a minute.

2. To transcribe the above into longhand in an hour and three-quarters. No candidate shall be allowed to pass who makes more than 4 per cent of errors or omissions in his transcription. For transcription in both papers, manuscript or typewriting will be admissible, at the option of the examinee.

3. To take down from dictation notes of an official or business kind dictated at the rate of 100 words a minute and to elaborate the notes into a proper letter or documentary form in longhand. Time : 2 hours.

4. Advanced principles such as Contractions, Intersections, Phraseograms, etc. Passages in longhand to be transcribed into shorthand, and *vice versa*. Time : 1 hour.

The distribution of marks and the minima required for passing shall be as follows :—

	Maximum	Minimum for passing 1st class	Minimum for passing 2nd class
First paper.—Dictation and Transcription ...	60	70	48
Second „ Elaboration of Notes ...	45		
Neatness of Execution ...	15	10	7
Third „ Principles	30	...	...
Total ...	150	100	70

V.—TYPEWRITING.

Speed test.—To typewrite a narrative or a speech of 900 words at the rate of 30 words per minute. Time : half an hour. Special attention must be paid to accuracy and neatness of execution.

2. A paper to test the candidate's power of copying the rough manuscript, official or business letter (lithographed) and his power of spacing and display ; copying statistical tables, invoices and similar documents, filling in blank forms as may be specified with not more than 3 carbon copies. Time : 2 hours.

3. A Practical and Oral Examination on the uses, manipulation and mechanism of the machine including a knowledge of the uses and adjustments of the various parts.

The distribution of marks and the minima required for passing shall be as follows :—

	Maximum	Minimum for passing 1st class	Minimum for passing 2nd class
First paper	40	25	20
Second „	80	...	...
Oral and Practical Examination ...	30	20	15
Total ...	150	100	70

N.B.—Candidates will have to provide their own machines, tools and carbon papers. Candidates will be examined in the Oral and Practical Examination only on the Remington, Yost, Smith Premier, Oliver, Underwood, L. C. Smith and Brothers, of such other machines as may be adopted by Government for office use. Only one type of machine shall be used by each candidate througout all the sections of the Examination. Only such candidates as satisfy the examiners in the first test, will be allowed to appear for the Practical.

VI.—BANKING AND CURRENCY.

1. The general nature of Banking transactions ; utility of Banking ; Joint Stock and Private Banks ; Current and Deposit Accounts ; Discounting Bills, Loans and Cash Credits, Mortgages and remittances. The Presidency Banks, Exchange Banks and Joint Stock Banks of India ; the nature of their functions ; Native Bankers and Shroffs, their relation to Banks. Causes of Banking failures in India (1913-4).

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2. Foreign trade, balance of trade and Foreign Exchanges. Mint par of Exchange. Specie points. Par of Exchange between England on one side and France, Germany, Russia, Holland, the United States, China, Japan and India on the other. Principal coins current in the above. The Indian currency system and the measures adopted for maintaining a par of Exchange between London and India.

3. Barter, Value and Price. Currency and Money. Functions of money, its qualities and material. Standard money, token money and money of account. Current coins of India and England, their weight and fineness; the mint price of gold in England and the exchange value of rupees in India. Legal tender. The paper currencies of India and England, compared with those of France, Germany and the United States of America. Gresham's Law and its operation.

4. The Law and Practice of Banking. Banker and Customer, Banker's liability on bills of exchange, hundies and finance bills. Holder in due course, Banker's caution in paying cheques, Banker and crossed cheques, protection to Banker in case of forged endorsements, collecting banker, Banker's lien. Accounts with minors, lunatics, Agents married or unmarried women; Bankers and Borrowers: Partnerships, Companies; Joint Accounts, Executors and Trustees. Clearing Houses.

There will be two question papers on the subject. The first will be on the matter contained in the I and II divisions and the second on that contained in the III and IV divisions. Time for eac 2 hours.

The distribution of marks and the minima required for passing shall be as follows:—

	Maximum	Minimum for passing 1st class	2nd class
First paper	50	...	...
Second „	50	...	...
Total ...	100	65	45

VII.—POLITICAL ECONOMY AND ELEMENTS OF STATISTICS.

Outlines of Political Economy as under:—

Wants of man; wealth, meaning of value, price, utility.

Production.—(1) Labour, skilled and unskilled, health and strength.

(2) Land and Nature. Law of diminishing returns.

(3) Capital; wealth which is capital and which is not capital; conditions of productivity; fixed and circulating capital.

(4) Organization; methods of production; competition; large scale production and association; division of labour and its conditions; some of its advantages and disadvantages; machinery.

Production and Markets.—The theory of supply and demand; monopoly.

Distribution and Exchange.—How distribution is effected; incomes, wages; the general law of wages; unions and strikes; interest, its legitimacy and its laws; rent its legitimacy and its laws; the unearned increment; profits; its legitimacy and the laws determining it; profit sharing.

Socialistic Systems.—The inequality of wealth; the right to be idle; the right to relief; equal sharing; communism; co-operation.

Exchange.—How value is measured by Exchange; Barter; Advantages of Exchange.

Money.—What kind of wealth it is; Disturbances caused by fluctuations in the value of money.

(*a*) The metallic money and the conditions which should be fulfilled by good money. Gresham's Law. The necessity of employing several metals.

(*b*) Paper money; Advantages and disadvantages; International Trade; Balance of Trade; Advantages and Disadvantages of International Trade. Free Trade and Protectionism.

Credit.—Can Credit create capital? Banks, Bank notes and paper money; Rates of Exchange and discount. Some special forms of credits; Land Credit; Agricultural Credit; Peoples' Banks. Free Banks.

Consumption.—The nature and laws of consumption. Whether the production will keep pace with consumption? Whether spending helps business? Luxury, saving; conditions necessary for saving; Institutions to facilitate saving, the Social utility of saving; Investments.

The distribution of marks and the minima required for pasing shall be as follows:—

	Time	Maximum	Minimum for passing 1st class	2nd class
One paper ...	3 hours	150	100	70

ELEMENTS OF STATISTICS.

(1) Nature and use of statistics. (2) Accuracy and approximation, Averages. (3) Use of diagrams. (4) Tabulating and sampling. (5) Rules for using published statistics. (6) Methods of statistical analysis. (7) The population census, Vital statistics, Trade and Transport prices, production, wages. Employment and other working class statistics, Income and Capital; Taxes and rates. (8) Illustrating the above with reference to Mysore statistics.

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The distribution of marks and the minima required for passing shall be as follows:—

	Time	Maximum	Minimum for passing 1st class	Minimum for passing 2nd class
One paper ...	Three hours	75	50	33

VIII.—COMMERCIAL GEOGRAPHY.

1. Circumstances affecting the production, distribution and exchange of commercial commodities; climate, soil, irrigation, labour machinery, transport, trade routes and Railway routes and products of temperate zones sub-tropical products, tropical products, mineral products and manufactured articles. Aids and obstacles to trade and commerce.

2. Drawing a rough sketch-map, or outline of any portion of the British Empire showing any specified, important political divisions, trade routes, Railways, fields of production, ports and markets for commodities.

3. A knowledge of the Commercial Geography of the British Empire, with special reference to India and Mysore under the headings in 1 and 2.

First Paper: Sub-heads 1 and 3 ... ... Time 3 hours.
Second Paper, Sub-head 2 ... ... Time 2 hours.

The distribution of marks and the minima required for passing shall be as follows:—

	Maximum	Minimum for passing 1st class	Minimum for passing 2nd class
First paper ...	100	100	70
Second paper ...	50		
Total ...	150	100	70

IX.—INDEXING AND PRECIS WRITING.

Indexing.—The arrangement and statement in tabular form and chronological order of the substance of each of a number of documents forming a connected correspondence on some particular subject. The index should be brief, dealing only with salient points and in such a form as readily to catch the eye.

The card index.—The Vowel Index and other methods of Indexing.

Precis writing.—The expression in the form of a brief connected and well composed narrative of the substance of an official correspondence, a public speech, evidence of a Court of Law or a lengthy prose passage. The precis should be such as to enable any one who has not had the original documents to grasp all the leading features of what is contained in them. Spelling, handwriting and composition are to be carefully attended to.

The distribution of marks and the minima required for passing shall be as follows:—

	Time	Maximum	Minimum for passing 1st class	Minimum for passing 2nd class
Indexing	One hour	50	...	...
Precis writing (Handwriting) ...	...	15	10	7
Subject matter ...	Three hours	85	...	...
Total		150	100	70

TEXT-BOOKS RECOMMENDED.

Intermediate Grade.

Subjects	Text-books
1. Correspondence and Office Routine ...	Vaidyanatha Iyer's Commercial Practice, Texts of Negotiable Instruments Act and Companies Act Correspondence, by Grebby.
2. Book-keeping	Vaidyanatha Iyer's Book-keeping and Accounts, Cropper's Book-keeping and Accounts, Fieldhouse Students' Complete Book-keeping.
3. Commercial Arithmetic	Jackson's Commercial Arithmetic (Complete).
4. Shorthand	.....
5. Typewriting	Rao Sahib S. Vaidyanatha Ayer's Text-book of Typewriting, Practical Typewriting and Examination Guide, by A. E. Morton.
6. Banking and Currency	Syke's Banking and Currency (Complete), Smith's Law of Banker and Customer.
7. Political Economy	Political Economy, by Gide, Edited. By Archibald.
8. Commercial Geography	Chisholm's Advanced Commercial Geography.
9. Indexing and Precis writing ...	Indexing and Precis writing, by Beak.
10. Commercial Languages	.....
11. Elements of Statistics	An Elementary Manual of Statistics. By A. L. Bowley.

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SYLLABUSES OF THE ADVANCED GRADE.

I. Commercial Correspondence, Law, and Practice in continuation of the Commercial Correspondence and Office Routine of the Intermediate Grade.

In addition to the subjects comprised in the Commercial Correspondence and Office Routine course of both the Elementary and Intermediate Grades.

1. Commercial Correspondence (including precis writing and indexing).

(a) Drafting of letters, forms, and statements of the following kinds:—

Circular Notes: Commissions and consignments; Agencies; Complaints and Claims; Shipping Accounts: Insurance of Goods; and Market Reports.

(b) Competent knowledge of the contents of Postal and Telegraph Guides as far as necessary for both Inland and Foreign Communications. Also a working knowledge of the methods of using important Directories, year books and similar works of reference used in commercial firms.

(c) Commercial correspondence, Reading of manuscripts and Account books in any one of the following vernaculars:—

Kannada, Telugu, Tamil, Hindustani, Gujarati and Maharati.

(d) Secretariat work; Returns; Preparation for Committee, Board, and General Meetings; Agenda; Minutes and Reports.

(e) *Precis writing and Indexing.*—A higher standard than in the Indermediate Grade.

The standard in English shall be that of English in the Intermediate in Arts Examination of the Madras University.

2. Commercial Practice—

(a) Bills of Lading, their nature and legal incidents. Exceptions and stipulations in a bill of Lading and their effects. Rights and Liabilities of different parties to a bill of Lading. Freight and its payment. Goods in transit.

(b) Charter Parties. Expressed and implied conditions; warranties. Provisions as to loading and unloading. Exceptions excusing performance of contract. Freight and other payments to ship owner war risks and contraband of war.

(c) Marine Insurance. Insurable interest. Policy of Life Insurance. Relations of broker and under-writer. Causes which make a policy void. Perils insured against. Clauses in the Policy and their meaning. Total loss. General and particular average on ship cargo and freight. Subrogation.

(d) The functions of a Banker and the Relations between a banker and a customer. Revocation of customers' authority. Bankers and Borrowers.

(e) Operations on the stock exchange. The London Stock Exchange. References required before dealing. The different modes of dealing. The settlement, how conducted. How Stocks and Shares are to be transferred. Fluctuation in prices, how caused.

3. Commercial Law—

(a) The leading provisions of the Indian Companies Act, 1913-14, as to the formation and winding up companies and submission statistics and statements. Comparison with Regulation No. III of 1895 of Mysore.

(b) The Indian Contract Act. Sale of Goods. Agency. Partenership and dissolution of Partenership. Pawn, lien and mortgage. Suretyship and guarantee.

(c) The Provincial Insolvency Act. Arbitration and awards.

(d) The Indian Negotiable Instruments Act. Leading provisions relating to Negotiation, presentation, noting and protesting of cheques, bills of exchange, etc., as well as to the Liability of various parties to a bill of exchange and its other forms.

(e) The Indian Sea Custom Act of 1875, omitting chapters 2,3,16 and 17.

(f) The Mysore Co-operative Societies Act.

(g) The Indian Coinage Act and the Mysore Coinage Regulation, The Indian Paper Currency Act and the chapters in the Civil Account Code relating to coin, currency notes and Government promissory notes.

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Subjects	Time	Maximum	Minimum for passing	
			1st class	2nd class
One paper on Sub-heads (1) a, b, and c.	Three hours	100	...	...
One paper on Sub-heads (1) d and e.	Do	100	65	45
One paper on Commercial Law and Practice or 2 and 3.	Do	100	...	...
Total ...	.....	300	200	140

II.—BOOK-KEEPING, ACCOUNTS AND AUDITING.

In addition to the portions prescribed for the corresponding Examinations of the Elementary and Intermediate Grades:—

1. Conversion of accounts maintained by single entry into those kept by double entry.

2. The preparation of petty cash book kept on the imprest system and stock book; the different forms in which these are kept and their posting into the various accounts and statements; Departmental Ledgers, Trade Ledgers, and the method of balancing them. Double Account System.

Recording of and posting transactions involving the following accounts:—

Rebate, Preliminary expenses, Stock Capital and Revenue, patents and royalties, Inland and Foreign branches.

Preparation of the following statements and accounts:— Bank reconciliation statement, Cost accounts, Statement of Affairs and Deficiency account for an insolvent, Accounts current with interest columns, Income and Expenditure Statements, Investment and Executors' Trustees' and Receivers' accounts.

3. Books of account and other auxiliary books required for the Business of Joint Stock Companies, Bankers, Manufacturers, Insurance Companies and other special kinds of concerns such as Railway, Gas and Water Companies, and Municipal Corporations. The forms of presentation of the financial accounts of such concerns.

4. Preparing Accounts and Statements for audit, methods and principles of auditing various accounts, points to be attended to in auditing various account books and final accounts; System of internal check. Rights and duties of an auditor. Detection of fraud in accounts and discovery and rectification of erroneous entries in them. Continuous and periodical audits.

5. A knowledge of the Indigenous system of accounts generally adopted in Mysore and of the method of ascertaining the financial situation at the end of a period.

6. Working knowledge of one kind of calculating machine like the Arithmometer or Comptometer.

Subject	Time	Maximum	Minimum for passing	
			1st class	2nd class
1st Paper, rpinciples ...	Three hours	100	...	...
2nd do Exercises ...	Do	100	130	90
3rd do do ...	Do	100		
Total ...	.....	300	190	140

III.—SHORTHAND.

1. (a) To take down, in the Reporting Style of Phonography, one or more speeches dictated in English at the rate of 130 words per minute, for 10 minutes.

(b) To transcribe the above into longhand in two hours and 30 minutes. No candidate shall be allowed to pass, who makes more than 4% of errors or omissions in his transcription.

2. To take down in the corresponding style of phonography a short passage of 450 words at 30 words a minute, in Kannada, Tamil, Telugu, Malayalam, Maharati or Gujarati; and to transcribe the above into the longhand. One hour.

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3. To take down, in Phonography, notes of an Official or Business character dictated at the rate of 130 words a minute and to elaborate the dictated notes into a proper letter or documentary form in longhand; the volume of notes to be dictated being regulated by the difficulty of elaboration. (Time three hours.)

4. (*a*) To take down, in the Reporting Style of Phonography, notes of a speech or other matter dictated at the rate of 140 words a minute: Time: 20 minutes.

(*b*) To transcribe, into the longhand, a condensed report of the above speech or matter; the condensed report to consist of 700 to 800 words. Time: 2 hours.

(*c*) The matter for this part may consist of the Proceedings of a Court of Justice or of a Public Meeting.

Candidates may use a Typewriter for transcribing their shorthand notes or for copying the condensed report.

	Maximum	Minimum for passing 1st class	Minimum for passing 2nd class
1st paper, Dictation and transcription Part I English	80	40	28
Part II Vernaculer	40	...	...
2nd paper, Elaboration of notes	80	...	...
Neatness of execution	20	13	9
3rd paper, Condensation of Report	80		
Total ...	300	200	140

Note.—The passage to be dictated will be marked into portions of one minute's duration and each of those sub-divided into quarters. The reader will dictate with a watch in hand and notice every quarter of a minute whether he is strictly adhering to the speed or not.

IV.—TYPEWRITING.

1. Speed test: To typewrite a passage of 1,200 words. Time: 30 minutes Special attention to be paid to accuracy and neatness of execution.

2. Manifolding, and Tabular and Display work: (Time: 2½ hours.)

(*a*) To typewrite, in proper form, matter from confused and abbreviated rough manuscripts (lithographed). This is intended to serve as a test of the candidate's knowledge of spelling, punctuation, printer's corrections and abbreviations.

(*b*) To typewrite tabular or other matter of an advanced character such as invoices, Balance Sheets, Statements, Specifications and Statistical tables from lithographed manuscripts. The candidate may be required to set the matter to display and to rule up copy where necessary. Not more than three copies from carbon papers will be required.

3. Mechanism:—A Practical Examination which may include questions on the manipulation and care of the machine; possible and existing defects and temporary derangements; their causes and their rectification; removal and replacement of detachable parts of the machine; adjustment, alignment, tension, inking device, marginal stops and the methods of spacing; and stencil duplicating.

	Maximum	Minimum for passing 1st class	Minimum for passing 2nd class
1st paper-Speed test	80	50	40
2nd Paper-Tabulation, display, etc ...	160	110	70
Oral and Practical Examination ...	60	40	30
Total ...	300	200	140

Note.—Candidates will have to provide themselves with their own machines, tools and carbon papers. They may be examined on machines provided by the examiners. The machines on which the candidates may be examined will be the Remington, the Underwood, L. C. Smith and Brothers, the Yost, the Oliver, the Smith Premier or such others as may be adopted by the Government in Public Offices or as may be approved by the Inspector-General of Education. Only such candidates as satisfy the examiner in the first test will be allowed to appear for the Practical Examination.

V.—BANKING AND CURRENCY.

In addition to the subjects included in the syllabus for the Intermediate Grade Examination.

1. The origin and progress of banking. The rise of banking in England, Scotland and Ireland. Bank of England and the Bank Act, the different kinds of Banks in Great Britain and Ireland and India.

2. Systems of metallic money. The English and Indian systems of metallic currency. The monetary systems of the world. International money. Mechanism of Exchange, Representative money and credit documents. Methods of regulating a paper currency. The gold and silver Standard Reserves in relation to the issue of coins and notes in India.

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3. The Indian Coinage Act and the Mysore Coinage Regulation. The Indian Paper Currency Act and the chapters in the Civil Account Code relating to coin, currency notes and Government Promissory notes.

4. The theory of Foreign Exchange. Balance of trade. Favourable and unfavourable Exchanges. The Money Market in England, Bank rate and Bank returns, Bill brokers and Stock Exchange. Commecial crises and monetary panics in England, their causes and measures necessary for tiding successfully over them.

5. The Bank book-keeping, accounts and administration; branches and agencies. Provisions of the Indian Companies Act of 1913-14 in relation to the formation, winding up, submission of accounts and statements and meetings of Joint Stock Banks. Bank Balance Sheets.

	Time	Maximum	Minimum for passing	
			1st class	2nd class
One paper	three hours	100	65	45

(b). *Political Economy.*

1. The Economics of consumption, production, exchange and distribution.
2. The date of political economy and the methods by which they are studied. Relation of Economic Science to politics. The meaning of Economic Law.
3. Demand and consumption and their combinations. Labour and natural agents. Increasing and decreasing returns. Capital, its influence and the conditions of its accumulation.
4. Value in relation to riches, price, utility and cost of production. Determinants of rates of exchange. The elements of cost. Complex problems of value. The theory of international trade and its relation to the home trade.
5. The Law of rents. Interests and profits. Causes of the rate of wages.
6. General theory of the value of money. The value of foreign bills. Principles of taxation.
7. Economic Principles with special reference to Indian condition and problems.
8. Elements of Public Finance in India and Mysore.

	Time	Maximum	Minimum for passing	
			1st class	2nd class
One paper	three hours	100	65	45

(c) *Elements of Statistics.*

Nature and use of Statistics. Accuracy and Approximation, Averages. Use of Diagrams. Tabulating and Sampling. Rules for using Public Statistics. Methods of Statistical Analysis. The Population Census, Vital Statistics, trade and Transport prices, production, wages, employment and other working class statistics, Income and Capital, Taxes and Rates.

A fair knowledge of the contents of the important statistical publications relating to India and to Mysore.

	Time	Maximum	Minimum for passing	
			1st class	2nd class
One paper	three hours	100	65	45

Text-books recommended.

1. Commercial Correspondence, Law and Practice.	Disney's Commercial Practice and Law. (alternate), Modern Commercial Practice by Hooper and Graham. Methods and Machinery of business by Clemson. Texts of various Acts and Regulations. Commercial Correspondence by Grebby. Indexing and Precis writing by Bowely.
2. Book-keeping, accounts and auditing.	Spicer and Pegler's Book-keeping and Accounts. Cropper's Book-keeping and Accounts (alternate) Fieldhouse's Students' Complete Book-keeping, Culforth's Auditing
3. Typewriting.	Pitman's Typewriting Manual, in addition.
4. Shorthand.	
5. (a) Banking and Currency.	Hartley-wither's "Money" (alternate, Gilbart on Banking, Vols. I and II. Published by Archibald). Syke's Banking and Currency. Jevon's Money. Smith's Law of Bankers and Customers.
(b) Political Economy.	Nicholson's Political Economy.
(c) Elements of Statistics.	Elementary Manual of Statistics by A. L. Bowely.